



February 14, 2017

KANSAS BULLETIN NO. KS300-17-33

SUBJECT: LTP–Fiscal Year 2017 Conservation Stewardship Program Deadlines

Action required by: March 17, 2017 (Field Offices [FOs])
May 12, 2017
June 9, 2017
July 7, 2017
August 4, 2017

June 30, 2017 (Area Offices [AOs])
August 31, 2017

Purpose: To announce the Fiscal Year (FY) 2017 Conservation Stewardship Program (CSP) action dates.

Expiration Date: September 30, 2017

Deadlines

Applicants without current eligibility determinations processed by the Farm Service Agency (FSA) (see Title 440-Conservation Program Manual (CPM), Part 512, Subpart C, Section 512.24) must be notified by mail with a Program Eligibility Certification Letter by **March 17, 2017**. A template letter can be found in ProTracts or 440-CPM, Part 512, Subpart J, Section 512.91. The participant must file or update the required certifications within 30 days of receipt of this letter for Natural Resources Conservation Service (NRCS) to consider the application for current ranking period. The application will be determined ineligible if eligibility status of the participant is not updated within the 30 day period.

If ineligibility is confirmed, the field office must notify the participant by certified mail using the Ineligibility Determination for Conservation Program Contract Letter, which provides appeal rights according to 440-CPM, Part 510. The letter template can be found in 440-CPM, Part 512, Subpart J, Section 512.93. Attachments for the template letter can be found in 440-CPM, Part 512, Subpart J, Section 512.120 and 512.121. The application status in ProTracts must be changed to “ineligible”.

The following actions will be completed for all eligible applications by **March 17, 2017**:

- Application information entered in ProTracts:
 - Program
 - Application FY
 - Sign-up Date
 - Servicing Office
 - Location County
 - Applicant(s)
 - Fund Code
 - Application Priority

(more)

DIST: A, F, S

Natural Resources Conservation Service
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Applications will be changed to “eligible” status if the following have been completed:

- All participants entered in Protracts with:
 - Participant AGI certification flag “Y” in ProTracts
 - Participant HEL and WC certification flag “Y” in ProTracts
 - FTE certification flag “Y” in ProTracts
 - Required Data Universal Number System (DUNS) and System for Award Management (SAM) registration entered in ProTracts
 - Vender information loaded matching 1199a with “Active” status vendor in ProTracts
 - Signature Authority documentation on file
- All necessary control of land affidavits on file
- Conservation Activity Evaluation Tool (CAET) stewardship threshold eligibility requirements have been met

Applications will remain in “pending” status until all participant, land, and stewardship threshold eligibility requirements have been met. Applications not received by the application cutoff date will be left in “pending” status. Applications still in “pending” status after **May 12, 2017**, will not be considered for funding during the current cutoff period.

CAET reports will be entered into ProTracts, conservation plans will be uploaded to ProTracts, and applications ranked in ProTracts by **May 12, 2017**.

Pre-approvals will be made by the state office by **May 19, 2017**

Field Offices will ensure field reviews are completed by **June 9, 2017**.

Area Offices will ensure application evaluation peer reviews are completed by **June 30, 2017**. Assistant state conservationists for field operations (ASTC-FO) shall ensure that all application evaluations (rankings) are peer reviewed (per Title 440-CPM, Part 512, Subpart C, Section 512.25[C][2][iii]) prior to approval of applications.

Field Offices will have until **July 7, 2017** to make any corrections that were found at peer review.

Funding decisions will begin as soon as application peer reviews and corrections have been completed.

All approved applications and contract documentation will be entered in the Document Management System (DMS) for second level review of obligation by **August 4, 2017**. ASTC-FOs will ensure all contracts have been obligated in ProTracts by **August 31, 2017**.

Contact: Please forward questions, through established channels, to Kasey M. Robinson, Resource Conservationist at kasey.robinson@ks.usda.gov or by calling (785) 823-4568.

(signed)

ERIC B. BANKS
State Conservationist